



Committee Charter

Sacramento Cooperative Community Fund (SCCF)

Type

Standing

Accountability

As with any committee, the Sacramento Co-op Community Fund Committee serves at the request and under the direction of the SNFC board. The committee has no independent authority to direct the general manager or any co-op staff, or to commit any of the Co-op's resources.

Purpose

This committee is responsible for advising the Board on both the development and distribution of the Sacramento Co-op Community Fund (SCCF).

Specific Duties

1. Review the Fund's purpose and the amount of funds available.
2. Develop an annual calendar for the grant process and for fundraising.
3. Develop an annual request for proposal document and process, including reviewing and updating, as necessary, eligibility criteria for organizations and projects, scoring criteria for applications, and a post-grant project report format.
4. Maintain a list of organizations potentially eligible for an SCCF grant.
5. Work with the appropriate SNFC staff to advertise the grant process and collect applications.
6. Review the applications received to prescreen for basic eligibility and then rate and rank those eligible for awards and recommend to the SNFC Board the awards to be made from the Fund.
7. Work with applicable Twin Pines Cooperative Foundation staff to issue checks and with SNFC staff to publicize the awards and, when feasible, to recognize the awardees at a quarterly meeting.
8. Within one year of the awards, request and review reports from the grantees on their funded projects. Compile the results of this information for the Board and draft publicity items, including a brief article on SCCF activities for each issue of the newsletter
9. Establish fundraising goals, and organize and carry out fundraising activities. Work with staff as needed to publicize the goals and to solicit donations to the Fund (e.g., through publicity in Co-op publications, website, mailings, fundraising events).
10. Monitor the results of the fundraising and the fund balance, and make recommendations to the SNFC Board for changes, as needed.
11. Such other duties and responsibilities as directed by the SNFC Board of Directors.

Chair

As appointed by the SNFC Board of Directors.

Committee Make-Up

At least three and no more than six current SNFC owners, including at least one Board Director (and no more than two Board Directors). All committee members shall be appointed by the SNFC Board annually and as needed to fill vacancies. The Board Administrator and/or the Community Liaison may serve as non-voting members on the committee.

Meetings

The committee will meet as often as deemed necessary for its functions, generally monthly during the spring grant process.

Budget

Included with the budget established for the Board of Directors.